



## GENERAL GRANT INSTRUCTIONS AND GUIDELINES

### Eligibility

Public, private, and parochial schools are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, and Arts Education for Underserved Population grants.

School Districts are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, and Arts Education for Underserved Population grants.

Nonprofit organizations (e.g. retirement centers, community centers, hospitals, museums, arts councils, juvenile facilities) are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, Community Arts Education, and Arts Education for Underserved Population grants.

Grantees who have not submitted final report forms or met previous financial obligations are not eligible. If you are unsure about your school, school district, or nonprofit organization's eligibility, call the Utah Arts Council/Arts Education (UAC/AE) staff at 801-236-7542 or 801-236-7541.

### Mail Or Hand Delivered

You may apply for only one grant.

Applications submitted by **mail** must be **postmarked** by March 1, 2004. We suggest you obtain a hand-canceled receipt from your post office. Mail applications to: Utah Arts Council, Arts Education, 617 East South Temple, Salt Lake City, UT 84102.

Hand **delivered** applications are due to the arts education office no later than 5:00 p.m. March 1, 2004. (Make sure you collect a receipt.) Deliver applications to: Utah Arts Council, 617 East South Temple, Salt Lake City.

**Incomplete, late, unsigned, metered, hand written narratives, or faxed applications are not accepted. No Exceptions.**

**First Time Applicants** must consult with an Arts Education (AE) staff person prior to submitting an application. These consultations may be on site or by phone. To schedule a consultation, call the AE office at (801)236-7542, 7543 or 7541.

### Drafts

AE staff will review drafts of applications. **Drafts** may be faxed to the AE office **before** February 13, 2004. Fax to (801)236-7556. Remember **FINAL** applications cannot be faxed.



## GENERAL GRANT INSTRUCTIONS AND GUIDELINES

### **Application Format Instructions**

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- ☐ Do not recreate or reformat grant applications using your computer.
- ☐ Applications should be typed.
- ☐ Applications must be clear and dark enough to duplicate.
- ☐ Do not staple, bind, use sheet protectors, or notebooks.
- ☐ Submit the original application, complete with original signatures.
- ☐ Optional attached supplemental materials should be appropriate to this project. You must include two sets.

### **Narrative Questions:**

- ☐ Each page of narrative must indicate at the top:
  - ☐ Name of the school, school district, or organization.
  - ☐ City.
  - ☐ Name of on-site coordinator.
- ☐ Retype questions prior to answering.
- ☐ Single space between paragraphs.
- ☐ Use 8 ½ X 11 inch white paper, one side only.
- ☐ Use margins of at least one inch on the top, bottom, and sides of all pages.
- ☐ Use at least 12-point, Arial or Times New Roman font.

**Supplemental Materials** may include, but are not limited to:

- ☐ An assessment tool.
- ☐ Reports of past funding successes.
- ☐ One page description of partners and/or school feeder system.
- ☐ Please **do not** include letters of support for your school, school district, nonprofit organization, or this project.

### **Review Criteria**

Each grant application has review criteria and narrative questions. The review criteria will be used to determine which grants are funded fully, partially or not at all. Keep these criteria in mind as you complete the various forms and respond to the narrative questions.



## GENERAL GRANT INSTRUCTIONS AND GUIDELINES

### Choosing Your Artist

**NEW** Applications must be completed with an artist already on board. Contact your artist of choice prior to submitting your application to confirm their availability and to align project goals, content and concept. Approved artists are found in the Arts Education Artist Roster online at [www.arts.utah.gov/ae/artistsroster.html](http://www.arts.utah.gov/ae/artistsroster.html). You must choose an artist from the Arts Education Artist Roster unless your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, *raisonnés*, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.

### How To Complete Your Application

Use the COMPLETION KEY to fill out the boxes number by number. The number in the box corresponds with a written definition, description, or formula found on the completion key.

### UAC/AE Grant Money May Be Used For:

- ☐ Artist's fees, travel, salaries, food, housing, preparation time, and limited supplies and equipment tied to the instructional components of this proposal.
- ☐ Artistic companies tied to the instructional components of this proposal.
- ☐ Artistic expertise, (e.g. choreographers, composers, playwrights).
- ☐ Artist/teacher partnerships (e.g. teachers participating in the creation and learning of an art form with an artist).

### UAC/AE Grant Money CANNOT Be Used For:

- ☐ Employment of permanent staff.
- ☐ Ongoing faculty for instruction that should be provided by the local school or district.
- ☐ Busses for field trips.
- ☐ Tickets for performances unless the event is an integral part of the goals, objectives and outcomes of this proposal.
- ☐ Start up costs associated with the establishment of any organization.
- ☐ Individuals (applying as individuals) or individual curriculum development projects
- ☐ Replacement funds for current programming.
- ☐ Final product as opposed to process driven projects, e.g. costumes, travel costs for competitions, permanent art installations, festivals, fairs.
- ☐ Excessive expenditures on consumable materials and supplies.
- ☐ Operational expenses for festivals, fairs, competitions, etc.
- ☐ General operating support.
- ☐ Projects or activities funded through other UAC programs.
- ☐ Medical or therapeutic services. Projects, however, may include artists in therapeutic settings.
- ☐ Scholarships to universities, colleges or other forms of student financial aid.



## GENERAL GRANT INSTRUCTIONS AND GUIDELINES

### **UAC/AE Grant Money CANNOT Be Used For (continued):**

- ❑ Purchases of permanent equipment or other capital expenditures. School may request assistance toward instructional equipment if it relates to this proposal.
- ❑ Competitions and awards programs.
- ❑ Commission of new works or permanent art installations not connected to instructional components and the goals, objectives and outcomes of this proposal.
- ❑ Stipends for conferences, consultants and/or specialists for inservices.

**The Utah Arts Council/Arts Education program is funded in part  
by the Utah Legislature and the National Endowment for the Arts.**



NATIONAL  
ENDOWMENT  
FOR THE ARTS

*Utah!*

*Where ideas connect™*



## **NONPROFIT ORGANIZATION ENTRY LEVEL ARTIST IN RESIDENCE GRANT DESCRIPTION, REVIEW CRITERIA, AND CHECKLIST**

**Entry Level Artist in Residence** grants are for community arts councils, recreation facilities, senior centers, museums, juvenile facilities, hospitals or other nonprofit organizations that have *never* had an artist in residence. The minimum residency is 40 hours. Residencies must have one target group (meets 8 times for approximately 50 minutes each time) and several workshop groups (meets 3 times for approximately 50 minutes each time). No target group or workshop group may have more than 35 participants. Residencies must be completed between July 1, 2004 and June 30, 2005.

### **Review Criteria**

When reviewing applications, panelists look for the following information upon which to base their decisions for funding:

- ☐ Is the application complete?
- ☐ Have *all* the narrative questions been answered?
- ☐ Does the application provide evidence that the organization is able to carry out the goals and objectives of the residency?
- ☐ Is the artist both artistically and educationally qualified?
- ☐ Has the applicant completed all reports and obligations for past grants?
- ☐ Has the artist been contacted and been an integral part of the planning?

### **Final Checklist for Mailed Submissions**

**\*\*Do not staple, bind, use sheet protectors, or notebooks on any part of your application- use paperclips only.\*\***

- ☐ **Grant Cover and Statistical Form**
- ☐ **Narrative**
- ☐ **Signature Form**
- ☐ 2 sets of **Supplemental Materials** (optional)
- ☐ Copy of IRS letter of designation or other **Proof Demonstrating Nonprofit Status**.

**If some of this does not make sense, keep reading there is an item-by-item key that explains further.**



## NONPROFIT ORGANIZATION ENTRY LEVEL ARTIST IN RESIDENCE COMPLETION KEY

Use the key below to ensure accuracy when completing your application. **The numbers below refer to the numbers in the Grant Cover and Statistical Form boxes, Narrative, and Signature Form.**

### #1-19 GRANT COVER AND STATISTICAL FORM

1. Name of your organization.
2. Street address of your organization.
3. City of your organization.
4. Zip code for your organization.
5. County for your organization.
6. A person at your organization who is authorizing this residency and is responsible for assuring matching funds (i.e. director or coordinator).
7. Title of the person entered in box 6.
8. Home and work phone numbers for your authorizing official.
9. Your authorizing official's email. Please help us contact them electronically.
10. The on site coordinator is the person who we may call often. This person will need to be familiar with all of the paperwork and schedule requirements, handbook guidelines, financials, and much more. This person coordinates the whole residency and is the lead contact for our agency. This person may be a director, coordinator, programmer, or administrator.
11. Home and work phone for your on site coordinator. Don't worry, only if necessary will we call them at home.
12. HOME street address for your on site coordinator. This address is extremely important because planning often takes place in the summer. We also send the grant award letters to the home of the on site coordinator. (You wouldn't want to miss finding out if you got your grant!)
13. HOME city for your on site coordinator.
14. HOME zip code for your on site coordinator.
15. Your on site coordinator's email. We like to use this method of communication.
16. This is the 9-digit number found on your organization's federal 990 form.
17. Check the special populations to be involved in this residency. DO NOT check the boxes just because you have special populations in your organization's constituency.
18. U.S. Congressional District Representative for your organization.



## NONPROFIT ORGANIZATION ENTRY LEVEL ARTIST IN RESIDENCE COMPLETION KEY

19. List your organization's representative(s) and senators(s) to the Utah legislature: Your organization may have more than one representative and senator. List all that apply. If you do not know the representative or senator for your organization call (801)538-1029 or visit [www.utah.gov/government/legislative.html](http://www.utah.gov/government/legislative.html).

### #20-23 ENTRY LEVEL ARTIST IN RESIDENCE BUDGET

20. This is the budget section of your grant. If you are applying for an Entry Level Artist in Residence grant, your organization has not had an artist in residence from the UAC/AE program within the past 10 years. If you are unsure of your organization's grant history with the UAC/AE program, please call the AE staff at (801)236-7541, 236-7542, or 236-7543.
21. Check the number of weeks you are applying to have an artist. A two-week residency is a commitment of 40 hours, a three-week residency is 60 hours and a four-week residency is 80 hours. The numbers next to the check boxes indicate your organization's artist salary match. This is the amount you will be required to send to the Utah Arts Council.
22. Your grant request is ½ of the artist's salary. If you are applying for a two-week residency your grant request is \$600. If you are applying for a three-week residency your grant request is \$900. If you are applying for a four-week residency your grant request is \$1,200.
23. The Utah Arts Council covers half of the artist's salary, and all transportation, lodging, and food per diem for the artist if they must travel more than 75 miles from their home. If you believe your artist will require transportation, lodging and a food per diem, please check this box.

### #24-27 ARTIST CHOICE

24. **NEW** Applications must be completed with an artist already on board. Contact your artist of choice prior to submitting your application to confirm their availability and to align project goals, content and concept.
25. A residency involves only 1 artist. You cannot use multiple artists for your residency. You must choose an artist from the Arts Education Artist Roster unless your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, raisonnés, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.
26. List the home city and state of your artist of choice.
27. Check the discipline of your artist of choice.

**NONPROFIT ORGANIZATION  
ENTRY LEVEL ARTIST IN RESIDENCE  
COMPLETION KEY****#28 NARRATIVE**

28. This is the “Narrative” portion of your grant. Use at least 12-point, Arial or Times New Roman font. Answer all the questions completely. Do not use “not applicable” on any of the questions.
- Each page of narrative must indicate at the top:
    - **Name of the school.**
    - **City.**
    - **Name of on-site coordinator.**
  - Retype questions prior to answering.
  - Single space between paragraphs.
  - Use 8 ½ X 11 inch white paper, one side only.
  - Use margins of at least one inch on the top, bottom, and sides of all pages

**#29-32 SIGNATURE FORM**

29. This is your signature page. All signatures must be original. Do not use stamps or forge someone’s signature.
30. Please type the name of the person authorizing this project and is responsible for assuring matching funds. Please have them sign across from their name.
31. Please type the name of a person at your organization responsible for submitting matching funds to UAC. Please have them sign across from their name.
32. Please type the name of the person coordinating this project. This person will be UAC/AE’s main contact at your organization. Please have them sign across from their name.



# NONPROFIT ORGANIZATION ENTRY LEVEL ARTIST IN RESIDENCE GRANT COVER AND STATISTICAL FORM

**Grant Application**  
**Funding for July 1, 2004 – June 30, 2005**

1. Organization's Name			
2. Street Address			
3. City		4. Zip Code	
5. County			
6. Authorizing Official's Name			
7. Authorizing Official's Title		8. Phone with Area Code	Home
			Work
9. Authorizing Official's Email			
10. On Site Coordinator's Name		11. Phone with Area Code	Home
			Work
12. HOME Street Address			
13. HOME City		14. HOME Zip Code	
15. On Site Coordinator's Email			
16. Federal Employer Identification Number (9-digits)			
17. Check special populations <u>to be involved in this residency</u>	Physical Disabilities <input type="checkbox"/>	Low Income <input type="checkbox"/>	Senior Citizens <input type="checkbox"/>
	Learning Disabilities <input type="checkbox"/>	ESL <input type="checkbox"/>	Other <input type="checkbox"/>
Institutionalized <input type="checkbox"/>	Reservation Populations <input type="checkbox"/>		

18. U.S. Congressional District Representative	Cannon <input type="checkbox"/>	Hansen <input type="checkbox"/>	Matheson <input type="checkbox"/>
--	---------------------------------	---------------------------------	-----------------------------------



## GRANT COVER AND STATISTICAL FORM cont...

## 19. UTAH LEGISLATORS

Representative(s)	Senator(s) IT IS NOT Bennett or Hatch
-------------------	---------------------------------------

## 20. ENTRY LEVEL ARTIST IN RESIDENCE BUDGET

	Number of Residency Weeks You Are Applying For		
	40 Hours (2 Weeks)	60 Hours (3 Weeks)	80 Hours (4 Weeks)
21. Our organization <u>has not</u> received an Artist in Residence grant in the past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Your GRANT REQUEST based on your selection is	\$		
23. If you believe your artist will require transportation, lodging and a food per diem, please check this box	<input type="checkbox"/>		

## 24. ARTIST CHOICE

25. List the name of the AE Roster Artist for which this grant will be used			
26. List the city and state in which the artist lives	City		State
27. Check the discipline of this artist			
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Music
<input type="checkbox"/>	Film/Video	<input type="checkbox"/>	Storytelling
<input type="checkbox"/>	Literary Arts	<input type="checkbox"/>	Theatre
<input type="checkbox"/>	Multi-Discipline	<input type="checkbox"/>	Visual Arts

**28. NARRATIVE**

Name of Organization:

City:

Name of on-site coordinator:

1. What is the greatest overall arts education need in your organization?
2. List three characteristics of the community where the residency will occur.
3. Describe the planning process for this grant. Who was involved in the planning?
4. What kinds of arts education activities already take place in your organization?
5. What are the organization's goals for this residency?
6. How do they relate to the overall plan and arts education needs of your organization or community?
7. Target groups meet with the artist at least 8 times during a 10-day residency. How and why were the target groups selected?
8. Workshop groups meet with the artist at least 3 times during a 10-day residency. How and why were the workshop groups selected?
9. Describe how you will evaluate the effectiveness of your residency beyond the standard UAC forms completed by on site coordinator, target and workshop groups (i.e. portfolios, pre-post measurements, on-going interaction with artist, etc.).



**Arts Education**

10. How will you accommodate participants with special needs in your residency?

11. Are any components of this grant using the Infinity Project or the RAM's initiative? If so, how?

*(For more information on the Infinity Project and RAM, please visit our website at*

*[http://arts.utah.gov/ae/latest\\_information.html](http://arts.utah.gov/ae/latest_information.html))*

**29. SIGNATURE FORM** (please make sure this section is on its own page)**30. Authorizing Official**

---

Name (typed)

---

Signature**31. Fiscal Agent**

---

Name (typed)

---

Signature**32. On Site Coordinator**

---

Name (typed)

---

Signature

Notification of panel decisions will be mailed in mid-June to the Authorizing Official, your Artist of Choice, and the home address of the On Site Coordinator.

Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.)

**Keep a copy of this grant for your records.**